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INTERGOVERNMENTAL NEGOTIATING COMMITTEE
FOR A FRAMEWORK CONVENTION ON CLIMATE CHANGE
Eleventh session
New York, 6-17 February 1995
Item 5 (c) of the provisional agenda

DESIGNATION OF A PERMANENT SECRETARIAT AND ARRANGEMENTS FOR ITS FUNCTIONING

Note by the Executive Secretary

Addendum

PHYSICAL LOCATION

Compilation of information from potential host Governments

1. The conclusions of the Contact Group on the topic of the physical location of the permanent secretariat, as contained in the report of the Committee on its tenth session, were as follows (A/AC.237/76, para. 123 (d)):

"(d) The Contact Group considered that it would be useful if the Governments of Germany, Kenya, Switzerland and Uruguay, as well as any other potential host Government, would provide to the interim secretariat, by 30 September 1994, financial and physical details of their offer, in order for the secretariat, on the basis of the information thus received, to compile it in a comparative manner and submit it to the Contact Group, which would forward its views to the Committee. This compilation would also be communicated to member States."

2. The Contact Group, before reaching this conclusion, had met with the representatives of the Governments in question during the tenth session. At that time it was agreed that a

questionnaire would be drafted by the secretariat to which the potential host Governments would provide answers (see annex I).

3. Details of the offers from the Governments of Germany, Switzerland and Uruguay were received by the secretariat in writing by 30 September 1994. On 18 November 1994 an offer to host the permanent secretariat was submitted by the Government of Canada; this offer was accompanied by detailed information.

4. On 18 November 1994, the Contact Group met in Geneva and considered, inter alia, the question of the physical location of the permanent secretariat. It held a meeting with representatives of the Governments of Canada, Germany, Switzerland and Uruguay. At that meeting, a comparison of the information provided by the four Governments was reviewed and supplementary information was made available by them. It was agreed that a summary of the four submissions would be presented in a comparative table prepared by the interim secretariat.

5. The comparative table is contained in annex II to the present note. The information therein is presented in accordance with indications given by the Governments in question. The complete texts of the offers received from these Governments are contained in document A/AC.237/Misc.45.

6. On 18 November 1994, the Contact Group also held a separate meeting with representatives of the Government of Kenya, who informed the Contact Group that the details of that Government's offer were being considered at the highest level of government. Any details that may be received by the secretariat to accompany the offer of the Government of Kenya will be issued in an Addendum to document A/AC.237/Misc.45. A summary of the information provided will be included in a revision of the comparative table.

QUESTIONNAIRE

Legal Framework

1. Please outline the privileges and immunities which would be conferred on the permanent secretariat.

2. Please indicate if it is contemplated to negotiate a Headquarters agreement.

Physical features of the site and related financial issues

3. Please describe the main features of the building or buildings which you would place at the disposal of the secretariat. The description should include area of usable office space (square metres) and facilities for conferences and for general services (security, maintenance, etc.).

4. On what basis would the facilities described in para. 3 above be placed at the disposal of the secretariat:

(a) ownership to be conferred on the secretariat?.

(b) Government would retain ownership, but no rent would be paid by the secretariat?

(c) Government would retain ownership, and a rent would be paid by the secretariat; in this case, what would be the level of rent foreseen?

5. Who would be responsible for payment of:

(a) major maintenance of the facilities (for example, structural repairs)?

(b) normal maintenance of the facilities (for example, security, cleaning, minor alterations and repairs)?

(c) utilities (telecommunications, water, electricity)?

6. Is there an expiry date for the arrangements described in paras. 4 and 5 above and, if so, what would be the date?

7. Would the facilities be furnished and equipped by the host Government and, if so, to what extent?

8. What other contributions, if any, could the host Government make to defraying the current operating costs of the secretariat ?

Area facilities and conditions

9. Please provide a brief description of :

- diplomatic representation of Governments
- presence of international organizations
- presence of national organizations relevant to the Convention
- international transport and travel facilities
- local mass transit facilities
- international and local telecommunications facilities
- local availability of trained personnel for possible employment in the permanent secretariat (language skills, electronic data processing and other office machine skills)
- health facilities. Would access of delegates and staff to hospitals be possible?
- availability of housing
- availability of schooling
- transfer of funds to and from foreign countries for the secretariat and for staff members.

Privileges and immunities of the staff of the secretariat

10. Please outline the privileges and immunities which would be conferred to the staff of the secretariat.

11. Please indicate if there would be restrictions on employment of dependents of staff members.

Other relevant information

12. You are welcome to provide any other information deemed relevant.

Annex II

COMPARATIVE TABLE OF DETAILED OFFERS RECEIVED FROM POTENTIAL HOST GOVERNMENTS IN RESPONSE TO QUESTIONNAIRE

Item	Host Government/City			
	Canada/Toronto	Germany/Bonn	Switzerland/Geneva	Uruguay/Montevideo
1. Privileges and immunities of the secretariat	Privileges and immunities equal to those accorded to international organizations Taxes Permanent secretariat - exempt from all direct taxes - reimbursement of Goods and Services Tax/GST (VAT) (no minimum or maximum required), including for cars for secretariat	Privileges and immunities equal to those accorded to international organizations Taxes Permanent secretariat - exempt from all direct taxes - reimbursement of VAT invoiced in excess of DM50 - VAT free imports for official purposes	Privileges and immunities equal to those accorded to international organizations Taxes Permanent secretariat Exempt from all direct and indirect taxes and VAT and customs duties on official purchases	Privileges and immunities equal to those accorded to international organizations Taxes Permanent secretariat Exempt from all direct taxes and customs duties on purchases for official purposes
2. Headquarters agreement required	Yes, based on other Canada-United Nations Headquarters agreements	Yes, based on those of other European Headquarters	Application of existing agreement between United Nations Headquarters and Swiss Government	Yes, based on those of other international organizations and diplomatic missions

COMPARATIVE TABLE OF DETAILED OFFERS RECEIVED
FROM POTENTIAL HOST GOVERNMENTS IN RESPONSE TO QUESTIONNAIRE (continued)

Item	Host Government/City			
	Canada/Toronto	Germany/Bonn	Switzerland/Geneva	Uruguay/Montevideo
3. Main feature/size of site	Approx. 2,000 m^2 of Class A office space readily accessible to conference facilities and government offices in downtown Toronto	Approx. 1,500 m^2 with access to suitable conference and meetings facilities	Presently offering 2,000 m^2 as co-tenants of Geneva Executive Center (GEC), with access to considerable conference and meetings facilities. Commitment to cover future office space needs in GEC or Palais Wilson	Approx. 2,000 m^2 in two optional buildings/sites with access to conference and meetings facilities plus additional space for archives and library
4a/b Ownership: secretariat	No	No	No	No
4b Ownership: Government	No (the space is being provided by the private sector which will retain ownership)	Yes	Yes	Yes
4b/c If not secretariat ownership - rent to pay	Rent free for 5 years	Rent free on a permanent basis	Rent free to April 1998, thereafter subsidized rent	Rent free, no limit indicated

COMPARATIVE TABLE OF DETAILED OFFERS RECEIVED
FROM POTENTIAL HOST GOVERNMENTS IN RESPONSE TO QUESTIONNAIRE (continued)

Item	Host Government/City			
	Canada/Toronto	Germany/Bonn	Switzerland/Geneva	Uruguay/Montevideo
5. Who is responsible for payment of:				
5a Major maintenance	Owner of building See 4b	Government	Government	Government
5b/c Normal maintenance and utilities	secretariat	secretariat	secretariat	secretariat
6. Expiry date of above agreement	2001 A.D.	None; see 4b/c	See 4c	None indicated

COMPARATIVE TABLE OF DETAILED OFFERS RECEIVED
FROM POTENTIAL HOST GOVERNMENTS IN RESPONSE TO QUESTIONNAIRE (continued)

Item	Host Government/City			
	Canada/Toronto	Germany/Bonn	Switzerland/Geneva	Uruguay/Montevideo
7. Furnished and equipped by host Government? To what extent?	A public-private partnership is being negotiated to cover costs of furniture and telecommunications installation	Covers cost of equipment including furniture and telecommunications installation	Continuation of utilization of present furniture and equipment. Contribution in kind, equivalent to approx. US$160,000 has been provided for furniture and transformations in GEC	Covers cost of furniture required
8. Any other contribution from Government to operating costs?	Additional financial resources under consideration by potential public and private sector partners	- removal expenses of staff - installation grants for staff - cost of language courses - DM3.5 million[1/] annual contribution for events organized by secretariat under Convention (to be held in Germany) - DM1.5 million[2/] annual voluntary contribution to secretariat	- Additional financial contribution of approx. US$1.2 million until 1998 (expected to continue thereafter) - free use of International Conference Centre of Geneva (CICG)	Free use of conference facilities for all meetings under the Convention, including interpretation facilities

[1/] US$2.24 million
[2/] US$0.96 million
(using exchange rate of US$1 = DM1.56 at 15 December 1994)

COMPARATIVE TABLE OF DETAILED OFFERS RECEIVED FROM POTENTIAL HOST GOVERNMENTS IN RESPONSE TO QUESTIONNAIRE (continued)

Item	Host Government/City			
	Canada/Toronto	Germany/Bonn	Switzerland/Geneva	Uruguay/Montevideo
9. Brief description of:				
- diplomatic missions	Toronto 84 (Consular) Ottawa 114 (Diplomatic)	140 (Diplomatic)	Geneva 134 (Permanent) Berne 75 (Embassies)	44 (Embassies) 33 (Missions to two or more countries) 20 (Consulates) 11 Permanent Reps. to ALADI[3/]
- presence of international organizations	Yes [4/]	Yes [4/]	20 intergovernmental organizations relevant to UNFCCC and 9 non-governmental organizations relevant to UNFCCC	18 international organizations
- presence of national organizations relevant to the Convention	Yes[4/]	Yes [4/]	Yes [4/]	Yes [4/]
- available trained local personnel	Yes, will assist in finding staff locally	Yes, will assist in finding staff locally	Yes	Yes
- transfer of funds to and from foreign countries for secretariat and staff members	No barriers	No barriers	No barriers	No barriers

[3/] Asociación Latino Americana de Integracion (Latin American Integration Association)
[4/] For information on individual offers, see document A/AC.237/Misc.45.

COMPARATIVE TABLE OF DETAILED OFFERS RECEIVED
FROM POTENTIAL HOST GOVERNMENTS IN RESPONSE TO QUESTIONNAIRE (continued)

Item	Host Government/City			
	Canada/Toronto	Germany/Bonn	Switzerland/Geneva	Uruguay/Montevideo
10. Privileges and immunities of staff members	Staff (P4 and above) - exempt from all direct taxes - GST (VAT) rebate on all goods and services, no limits - Provincial Sales Tax/PST and GST (VAT) relief for cars registered to staff - PST tax exemption on fuel - free driving licence and plates - import privileges for tour of duty, including alcohol and tobacco	Staff (P5 and above) - exempt from all direct taxes - up to DM2000 annual refund of VAT on goods and services except food and tobacco - reimbursement of VAT on car purchase on termination of life of vehicle - exemption from tax on petrol and diesel fuel - tax free purchase of tobacco and alcohol	Staff (P5 and above) - diplomatic privileges and immunities (Vienna Convention on Diplomatic Relations applied by analogy), tax privileges set out in Article 34 of Vienna Convention on Diplomatic Relations - exempt from VAT (no maximum, very low minimum for administrative reasons only) - exempt from customs duties (personal belongings, cars, goods for personal use, etc.) - exempt from tax on petrol and diesel fuel - duty free shop planned for early Spring 1995 - tax free purchase of tobacco and alcohol	Staff (P4 and above) - privileges and immunities set out in Vienna Convention on Diplomatic Relations and other international documents - exempt from all direct taxes - import privileges and customs duties exemption

COMPARATIVE TABLE OF DETAILED OFFERS RECEIVED
FROM POTENTIAL HOST GOVERNMENTS IN RESPONSE TO QUESTIONNAIRE (continued)

Item	Host Government/City			
	Canada/Toronto	Germany/Bonn	Switzerland/Geneva	Uruguay/Montevideo
10. Privileges and immunities of staff members (continued)	Staff P1-P3 - import privileges for first six months - exempt from tax on salaries All staff - Article V of United Nations Convention on Privileges and Immunities	Other staff - exempt from income tax on salaries paid by secretariat All staff - privileges and immunities similar to those accorded by headquarters agreements with other United Nations sites in Europe	Other staff - privileges and immunities set out in Headquarters Agreement between the Swiss Government and the United Nations; exempt from all direct taxes on salaries paid by secretariat - import privileges for personal belongings All staff - no need to exchange foreign driving licences - simplified procedure for car registration	Other staff - import privileges and customs duties; exemption on furniture and other merchandise for personal use on arrival time - exempt from tax on salaries - privileges and immunities accorded to similar staff of diplomatic missions

COMPARATIVE TABLE OF DETAILED OFFERS RECEIVED
FROM POTENTIAL HOST GOVERNMENTS IN RESPONSE TO QUESTIONNAIRE (continued)

Item	Host Government/City			
	Canada/Toronto	Germany/Bonn	Switzerland/Geneva	Uruguay/Montevideo
11. Restrictions of employment for dependents of staff members	Access to labour market for all staff. For P4 and above no employment permit required and therefore no need for offer of employment. No job restrictions. Employment permit required for P1-P3 but no offer of employment is required. No job restrictions.	Free access to labour market to spouses, minors and children of UNFCCC secretariat staff who have attained age and are pursuing their education. No work permit required. UNFCCC secretariat staff may employ one foreign household attendant	Facilitation of access to labour market (Permis B) for spouses and children joining parents before age 21. Children allowed residence to age 25 when living with parents	Access to labour market to family members of staff (spouses and children)
12. Other relevant information: (a) Assistance to developing countries for obtaining access to long-term or temporary office space	Office space free of charge for LDCs (as defined by UN-criteria) who wish to establish representation in Toronto.	Rent free for LDCs (as defined by UN-criteria) that have no representation in Bonn	5000 m^2 for LDCs (as defined by UN-criteria) in "Universal House", planned opening 1998. A limited surface offered free of charge. Support for rental costs for temporary office premises available during interim period. Other supportive measures could be considered on request.	

COMPARATIVE TABLE OF DETAILED OFFERS RECEIVED
FROM POTENTIAL HOST GOVERNMENTS IN RESPONSE TO QUESTIONNAIRE (continued)

Item	Host Government/City			
	Canada/Toronto	Germany/Bonn	Switzerland/Geneva	Uruguay/Montevideo
12. Other relevant information (continued) (b) Any existing or proposed co-location of other convention secretariats	Not at this time	Co-location intended, in the context of Germany's readiness to host in Bonn other United Nations and international organizations, including the United Nations Volunteers	Existing: interim secretariats of Conventions on Biological Diversity and Desertification; secretariats of CITES[5/] and Basel Convention Proposed: permanent secretariats of Convention on Biological Diversity and Convention on Desertification	

5/ Secretariat of the Convention on International Trade in Endangered Species of Wild Fauna and Flora